

Internal/External  
**STATE OF MONTANA JOB VACANCY**  
**Department of Corrections/MONTANA STATE PRISON**  
**600 Conley Lake Road**  
**Deer Lodge, MT. 59722**  
**An Equal Opportunity Employer**

**November 26, 2008**

<b>Job Title:</b>	<b>CD Program Manager</b>	<b>Position No.:</b>	<b>22607</b>
<b>Division:</b>	Montana State Prison	<b>Pay Band:</b>	6
<b>Location:</b>	Deer Lodge	<b>Bargaining Unit:</b>	MEA/MFT
<b>Status:</b>	Permanent, Full-Time	<b>Supplement:</b>	
<b>Salary:</b>	<b>\$24.79/hr</b>	<b>Hours:</b>	8-4:00, Monday - Friday

**Application Deadline:** Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT 59722 by **Closing Date, December 10, 2008**. Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Attach a copy of the required license or professional certificate and Authorization for Release of Information from the Department of Corrections and from the Chemical Dependency Certification Program.**

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Typical Duties:

**Program development and revision:** Acquire, utilize, interpret and synthesize extensive and significant information, research and data concerning effective chemical dependency treatment for criminal offenders. Assist in the development of manuals and materials for chemical dependency treatment or education. Assist in the monitoring of outcome data, effectiveness indicators, review of research and further training needs to help revise and adapt program materials, approach and methods to increase efficiency. Provide supervision and training for chemical dependency counselors and interns within the Specialized Treatment Unit (STU) who are in need of supervision hours for licensure. Provide leadership and mentoring of current LAC's to assist with program delivery. Be required to provide leadership and decision making responsibilities for the specialized Treatment Unit when appointed by the Clinical Services Administrator in their absence.

**Integrate chemical dependency program with current correctional practice:** Maintain an awareness of developments in adult corrections, Montana State Prison and the Department of Corrections and internal departments. Provide periodic coverage of treatment services for both the current LAC's or the STU Case Manager when instructed by the Clinical Services Administrator. Maintain an awareness of and referral relationship with community providers to provide a continuum of care for chemically dependent offenders returning to the community. Provide individual and group counseling and complete appropriate documentation and case management duties related to the delivery of chemical dependency treatment. Serve on various committees for the Montana Department of Corrections when appointed by the Clinical Services Administrator.

Qualifications: Ability to effectively supervise others and skill in program development. An extensive knowledge of Chemical Dependency therapy techniques, interview, assessment, and therapeutic skills. Maintain effective working relationships with employees, staff, outside agencies, and inmates. Ability to communicate effectively in writing or verbally and respond to crisis situations related to chemical dependency and/or institutional needs. Able to fulfill all job functions discussed in Licensed Addiction Counselor Job Profile. A high level awareness of criminal personality issues and criminal thinking errors and an ability to design and implement chemical dependency programming which will complement cognitive restructuring programs, anger management programs and be culturally relevant. The Chemical Dependency Program Director must have the knowledge, skills and abilities to develop and deliver effective services in this environment. Behavioral skills required include: Initiative, Prioritizing, Multi-tasking, Balancing Multiple Projects, Accuracy, Attention to Detail, Quality, Consistent Personal Accountability and Ownership, Flexibility and Adaptability, Professional Qualifications and Responsibilities

Education & Experience: The above knowledge, skills and behaviors are typically acquired through a Bachelors of Arts or Science in a human services discipline with the required coursework to obtain licensure from the Montana Department of Labor; Professional and Occupational Licensing Division. Licensed Addiction counselor or eligible to being licensing process required. In addition, 5 or more years of job-related work experience is required.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Compensation: This position is classified as a pay band 6 on the state's general pay matrix. The current annual salary is \$24.80 an hour. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Human Resource Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A Behavioral interview may be part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

## AUTHORIZATION FORM

Applicant's Name: \_\_\_\_\_  
(Please print or type)

Previous names (i.e. maiden name, previous married names) \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

List states where you have resided: \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? \_\_\_\_\_

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

This authorization shall be valid and effective for one year from the date signed.

Date: \_\_\_\_\_

Applicant Signature \_\_\_\_\_